


~~CONFIDENTIAL~~

OTE 86-1042

22 September 1986

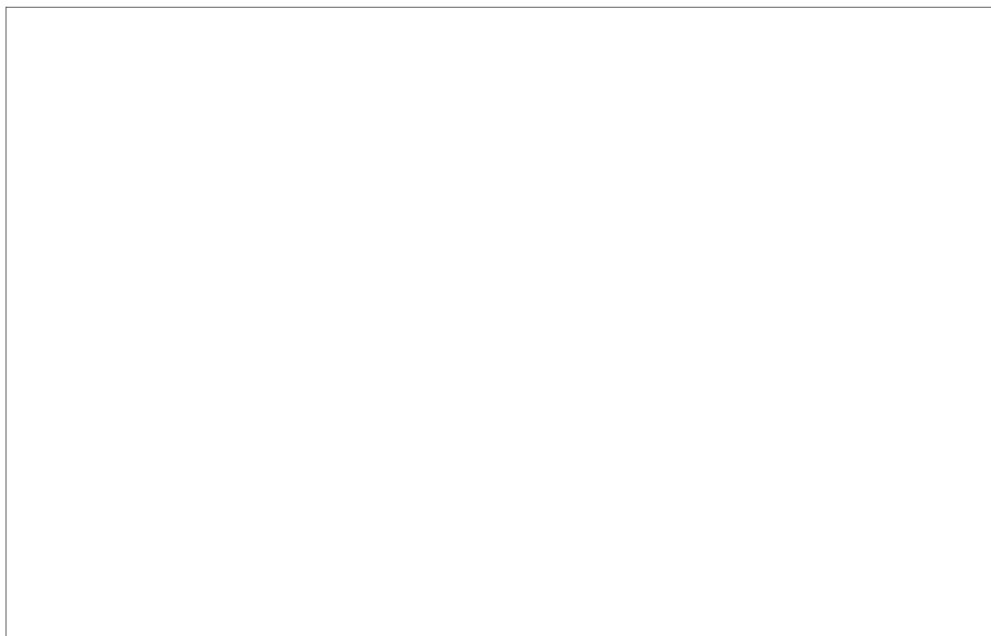
MEMORANDUM FOR: DA/Vice Chairperson - 1987 Combined Federal Campaign

25X1 FROM:


Director of Training and Education

SUBJECT: Nominations for Office Senior Coordinator and
Key Workers

25X1 The Office of Training and Education submits the following names for
the 1987 Combined Federal Campaign:



25X1



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SUBJECT: *Nominations for Office Senior Coordinator and Key Workers*

Distribution:

Original - Addressee

1 - Carlos Amaro

1 - DTE Chrono

1 - OTE Registry

25X1

DDA/OT

(22 Sept.)

CONFIDENTIAL

ROUTING AND TRANSMITTAL SLIP

Date

9/18

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	DD/OTE		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Any suggestions? Last few year's
"Office Senior Coordinators" have been

If not, I'll pull a name out of a hat.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

* U.S.G.P.O.: 1983 - 421-529/320

15 September 1986

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Services
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
✓ Director of Training and Education

25X1 FROM:

DA/Vice Chairperson - 1987 Combined Federal Campaign

SUBJECT: Nominations for Office Senior Coordinator and Key Workers

1. The Directorate of Administration (DA) has been requested to identify an "Office Senior Coordinator" and "Key Workers" for the 1986-1987 Combined Federal Campaign (CFC). The Office Senior Coordinator is to act as your Office's focal point officer for CFC activity. The key worker's should be responsible for no more than 20 employees in order to keep their work at a manageable level.

2. Your list of nominees should be forwarded to: DDA/MS, 7D18 Hqs, Attn: [] by COB 22 September. I will notify your office Senior Coordinator of specific details and activities as they become available. Thank you for your support of this important Agency activity.

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